

October 25, 2013

To: Executive Board

Subject: **Request to Issue Invitation for Bids (IFB) No. 14-014 – Puente Hills Transit Store Remodel**

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### Recommendation

Authorize the Executive Director to Issue IFB No. 14-014 for the expansion and remodel of the Puente Hills Transit *Store*.

### Analysis

On September 1999, the Puente Hills Mall Transit *Store* was relocated to space 571 on the first level, south wing of the Puente Hills Mall. Over the last 14 years the store has served over two million customers for bus pass purchases and providing bus schedule information. Since 1999, the store design, furniture and carpeting has never been upgraded or refurbished. With 14 years of normal wear and tear, the Store is due for a remodel and expansion to give the store a clean and modern look and offer customers a more inviting environment.

Some elements of the new Transit *Store* design plan calls for:


- Expansion of transit store to occupy both space 571 and 569, approximately 1,300 square feet of remodel office space.
- Reconfiguring the work stations with new cubicles
- Addition of two office space
- New office furniture
- New overhead cabinetry for added storage space
- New and reconfigured customer counter
- New paint and color scheme
- New tile flooring
- New transit store sign

A temporary Transit *Store* location during the remodel is currently being investigated with mall management.

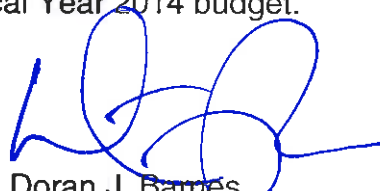
### Budget Impact

Funding is included in Foothill Transit's approved Fiscal Year 2014 budget.

Sincerely,



Sharlane R. Bailey  
Director of Facilities



Doran J. Barnes  
Executive Director